

CPC Frequently Asked Questions

What is CPC?

CPC stands for Court Professional Certificate. The goal of this course is to promote professional growth and development by educating Judiciary staff about the Maryland court system.

What is the length of the program?

The CPC program will take three years to complete, with approximately six training days per year.

How many courses comprise the program?

There are twelve courses to be completed. Each course is either one or two days in length.

Where and when will the courses be held?

All courses will be held at the Judiciary Education & Conference Center in Annapolis from 9:00 a.m. to 4:00 p.m.

Who is eligible to apply for the program?

The CPC program is open to state Judiciary employees who are not lead workers, supervisors, or managers. Applicants must have a minimum of three years of service with the Judiciary as of the application deadline. Also, employees must have received an overall rating of “meets standards” or above on their last annual performance appraisal.

What is required in order to apply?

Applicants must submit an application form, a letter of recommendation from their highest administrative official (e.g. Clerk of Court, Administrative Clerk, Executive Director, etc.) and an essay of no more than 300 words explaining why they wish to participate in the program.

Do I have to type my essay?

It is preferred that you type and sign your essay.

May I fax or e-mail my application?

No. Only originals will be accepted. Make copies for you, your supervisor, and your administrative official.

Must I attend each course?

In order to graduate, all courses must be complete.

Do I have to keep a journal in order to graduate?

Yes. After attending each course, students are required to write a journal entry highlighting what they learned and how they intend to use the information. The Professional Development Committee reviews each journal before graduation.

Who should I contact if I have more questions?

Contact Nancy Kline in the Office of Professional Development at (410) 260-3604 or at Nancy.Kline@mdcourts.gov